

# USOE HAPPENINGS

## To All District Officials and Building Principals:

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Assessment consumes a significant amount of each student's and teacher's time. Every year, teachers and school principals deal with administering state tests, developing and administering formative subject tests, and determining how to utilize the results of the assessments. For many, the topic is daunting. Others understand the basics, but would like to expand the number of ways in which their data is used. Still others would like to know how to improve the quality of the assessments they develop.

This year the Assessment Department of the Utah State Office of Education would like to offer training in developing assessments and using data generated from assessments. This training can be adapted to the needs of your district or school. Schools can determine the length of the in-service, which can vary from two hours to one or two days.

Schools or districts may choose from the following list of topics:

Web Technology: Usage and Safety  
Excel Tips and Tricks  
Data Extraction  
UTIPS Usage and Management  
Open Source Tools (i.e., Open Office, Google Tools, Linux, etc.)  
Testing Vocabulary  
Test Item Development  
Reading the Core Curriculum  
Use of Standardized Test Score Data to Inform Instruction  
Overview of Standardized Assessments Offered by the State  
Accurately Measuring Student Learning

Beginning Statistical Use of Data  
Understanding Basic Data and Graph  
Reading:  

- Beginning Use of State Assessments
- Assumptions Behind Using Data

 Understanding Test Quality:  

- Item Validity and Reliability
- Test Validity and Reliability

 Use of COGNOS:  

- District Implementation
- Teacher/ Principal Access and Navigation:  
  - ◇ Logging In, Searching, Saving, and Exporting to Excel and PDF

- ◇ Creating Reports Using Report Studio
- ◇ Using Dimensional Data Cubes: Accessing and Extracting to Excel and PDF
- Reading and Interpreting Data in Relation to the Curriculum
- Basic SQL: Pulling Data From a Data Table
- Displaying and Reporting Test Results
- DDDM (Data-Driven Decision Making)

If you are interested in scheduling a training session, please contact Lucy Roque at 801-538-7810 or luz.roque@schools.utah.gov. Please provide a list of the topics you would like covered, the length of the workshop, and two possible dates. We hope to hear from you soon.

## Utah State Office of Education: Assessment & Accountability

# Utah Basic Skills Competency Test—October Administration

### TESTING SCHEDULE

The following table summarizes important dates for the October 2008 administration of the UBSCT.

Date	Activity
September 22 (Monday)	Pre-print files to the USOE for districts that need the answer documents mailed by the USOE.
September 29 (Monday)	Pre-print files to the USOE for districts that are picking up answer documents from the USOE.
October 6-8	Mailed answer documents arrive at the district; if your materials have not arrived by the end of the day on October 8, please contact Sharon Marsh at the USOE (801-538-7915). Answer documents should be distributed to School Site Coordinators.
October 6-10	Districts picking up answer documents from the USOE need to coordinate time and date with Sharon Marsh at the USOE (801-538-7915). Answer documents should be distributed to School Site Coordinators. Any variations in the above dates need to be coordinated through Sharon Marsh.
October 6-8	Test materials from Measured Progress arrive at the districts; if your materials have not arrived by the end of the day on October 8, please contact Megan Neely at 866-502-2742. Test materials should be distributed to School Site Coordinators.
October 21-23	Administration of the Utah Basic Skills Competency Test.
October 21 (Tuesday)	Writing Subtest
October 22 (Wednesday)	Mathematics Subtest
October 23 (Thursday)	Reading Subtest
October 24-28	Used test materials returned to the district from the schools. Site Coordinators should retain unused answer documents and sufficient unused test booklets to conduct make-up testing.
October 24-28	Make-up testing, to be conducted in a uniform manner per district guidelines.
October 28 (Tuesday)	Final day for all testing material to be returned to the district office.
October 29 (Wednesday)	District Testing Director prepares answer documents and test materials for UPS pick-up.
October 30 (Thursday)	Test materials will be picked up by UPS.

<http://www.schools.utah.gov/assessment/>

## Math Blueprints and Reference Sheets

Blueprints for the revised math core introduced in the 2007-08 school year are updated on the USOE web site at [http://www.schools.utah.gov/assessment/info\\_math.aspx](http://www.schools.utah.gov/assessment/info_math.aspx). The new reference sheets for grades 4—7, Pre-Algebra, Algebra 1 and 2, and Geometry are also posted on the same web page for download.

**UTAH STATE OFFICE OF EDUCATION**



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Education is a better safeguard of liberty than a standing army.  
**Edward Everett**

## Direct Writing

Please keep the following in mind as you are planning:

- ◇ Order DWA supplies online in January 2009.
- ◇ Send pre-print files to Computer Services ten working days before your testing window opens.
- ◇ Your DWA window opens fourteen weeks before the last Monday of your school year and is open for three weeks.
- ◇ Return all DWA materials to Computer Services within five working days after your testing window closes.
- ◇ School's closing date for the 2008-2009 school year and corresponding DWA administration window:
  - May 20-22 = February 9-27
  - May 26-29 = February 16-March 6
  - June 2-5 = February 23-March 13
  - June 9-12 = March 2-20

## Workshops

Currently, NAEP is recruiting field staff members throughout Utah to assist with the assessment cycle beginning in January. If you know of someone who will be available from January through March of next year, please have that person contact the USOE NAEP State Coordinator, Tim Eccleston, at [tim.eccleston@schools.utah.gov](mailto:tim.eccleston@schools.utah.gov) or 801-538-7814.

## Upcoming Meetings

AYP meetings hosted by Associate Superintendent, Judy Park  
 Wednesday, August 27—9:00 to 12:00  
 USOE – Board Rooms, 250 E. 500 S. Salt Lake City

Thursday, August 28—9:00 to 12:00  
 Grant Building, 105 S. 400 E., Springville

Assessment Directors' Meeting  
 Thursday, September 11  
 Jones Center, 382 E. 3605 S., Salt Lake City

Governor's Education Summit  
 September 24-25  
 Vernal

Principals' Literacy Institute  
 September 25, 26—8:00 to 3:00